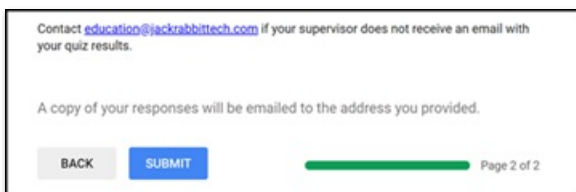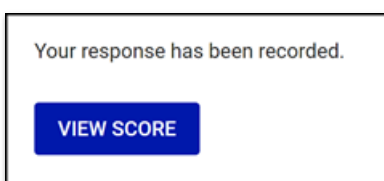# Instructions

The lessons in this Learning Series, Supervisors and Managers, are designed to get you familiar with tasks associated the management of staff, enrollment, and finances.

When you have worked through all of the articles outlined in a lesson plan, you may take the quiz where you can test your understanding of the concepts in the lesson.

You will be asked to enter an email address for quiz results to be sent. This may be your supervisor's email address. When you have completed a quiz, select Submit.

Next, select View Score to view your results and receive feedback.

The email address entered on the quiz will receive an email that includes the quiz responses and a View Score button to view the answers/score.

Click the View Score button/link in the email. Feedback on their responses is included for both correct and incorrect answers. Incorrect answer feedback typically includes a link to the article covering the topic of the question that was missed.

Google Forms

Click on View Score to view the quiz score and feedback for questions

Thanks for filling out Lesson #1 - The Basics
Here's what we got from you:
VIEW SCORE

Lesson #1 - The Basics

Test your understanding of the basics of Jackrabbit.

****** Enter the email address below that will receive quiz results. ******

Email address *

tbath@jackrabbittech.com

Date: *

[May \/] [14 \/] [2019 \/]

The Executive Dashboard is your starting point but you may not be able to see all portions of it because it contains sensitive financial information. *

[X] True
[ ] False

Quizzes	Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
Understanding the Executive Dashboard	11	11	9	8	7
Manage Users	8	8	7	6	5
Staff Management	8	8	7	6	5
Staff Portal Settings	10	10	9	8	7
Staff Portal Settings - Optional	11	17	15	13	11
Staff Portal Management	11	13	10	9	8
Manager Use of the Time Clock	9	9	8	7	6
Work with Classes	8	8	7	6	5
Worth with Classes - Optional	12	12	10	9	8
Class Enrollment Management	13	13	11	10	9
Tuition Fees - Overview	5	9	8	7	6
Tuition Fees (By Class Fee Billing Method)	13	13	11	10	9
Tuition Fees (By Total Hours Billing Method)	8	8	7	6	5
Non-Tuition Fees	7	7	6	5	4
Collect Payment from an Individual Family	10	10	9	8	7
Collect Payment from Multiple Families	11	14	12	11	9
Emailing	13	13	11	10	9
Financial Reports	11	14	12	11	9
Enrollment Reports	9	17	15	13	11
Supervisors and Managers Certification	50	50	45	40	35

If you have questions regarding using this Training System, contact **Education@JackrabbitTech.com**.

See **Supervisor Instructions** for information to give staff. Includes a **Lesson Checklist** you can download or print.

Click here to provide feedback on the Jackrabbit Training System.

Click here to begin Lesson #1 - Understanding the Executive Dashboard

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